

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LOCKSMITH

DEFINITION:

Under general supervision, to perform skilled work in the installation, repair, replacement, and maintenance of a wide variety of locks, keys, and emergency exit hardware; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Installs, maintains, adjusts, services, repairs, and rebuilds all types of manual and automated locking devices, equipment and systems;
- Operates manual or computerized key cutting machines or systems;
- Makes keys by code and tracing machines for various locks;
- Selects key blanks, cuts keys, and fits keys to locks;
- Picks locks when keys are lost or broken in the lock and extracts broken keys;
- Makes minor repairs to safes;
- Establishes and maintains master key systems for building locks, lockers, and padlocks;
- Arranges and maintains duplicate key systems;
- Maintains computerized and manual records of locks, keys, entry cards, and other related security devices and equipment;
- Installs and repairs manual and automated panic door exit devices, hydraulic door closers, and floor hinges;
- Replaces or rebuilds jail locking devices and mechanisms.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited three-year Locksmith Apprenticeship Program; **OR** three years of experience in the repair, maintenance, and installation of locks, keys, panic and fire exit devices, and related building hardware. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.